



Guided Practice 8A

Importing a Deduction Report in MyTRS

January 10, 2017

This guided practice will walk you through how to import the monthly deduction report text file from your payroll system into MyTRS.

This guided practice assumes you already know how to:

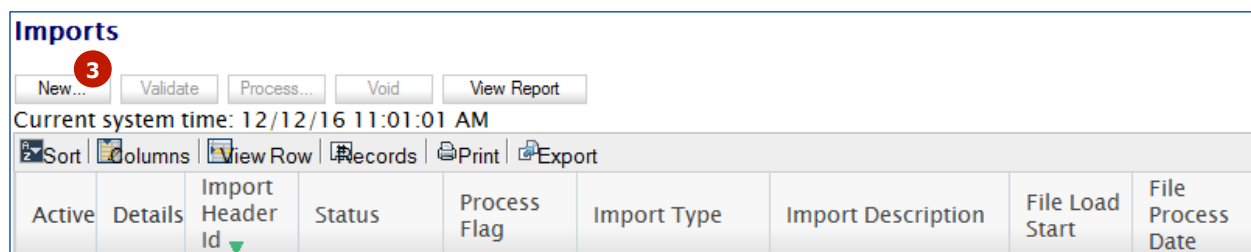
- [Login to MyTRS](#) (pdf)
- Export the monthly deduction text file from your payroll system

For additional information and troubleshooting please contact your district's assigned ESU Rep / Empsup@trb.state.ma.us

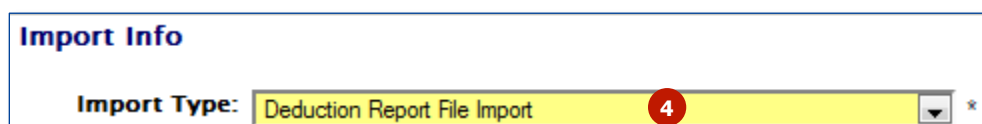
1. Log in to MyTRS
2. Select "Import Deduction Report Files" from the home page or from the "Go To" drop down list at the top of the page.



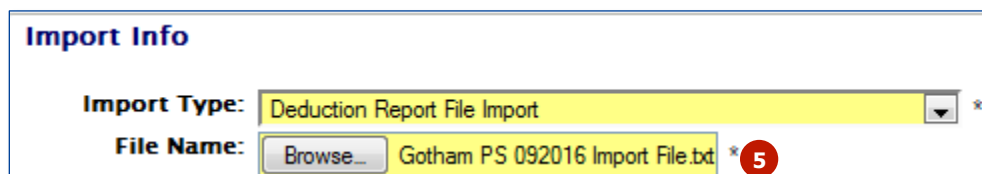
- 3.
4. Click New button.



5. Import Type – don't change this field



6. File Name – click on the Browse button and browse for the file that was exported from your payroll system



7. Import Description – enter your district number and the month and year of the file that is being imported. This field is a free text field and is not required to be in any set format.

Import Info

Import Type: Deduction Report File Import *

File Name: Gotham PS 092016 Import File.txt *

Import Description: 9005 September 2016 *

A red circle with the number 6 is next to the Import Description field.

8. Reporting Period – enter the month and year of the file being imported

Arguments

Reporting Period: 09/2016 *

A red circle with the number 7 is next to the Reporting Period field.

9. Click the **Save** button

Import Info

Import Type: Deduction Report File Import *

File Name: Gotham PS 092016 Import File.txt *

Import Description: 9005 September 2016 *

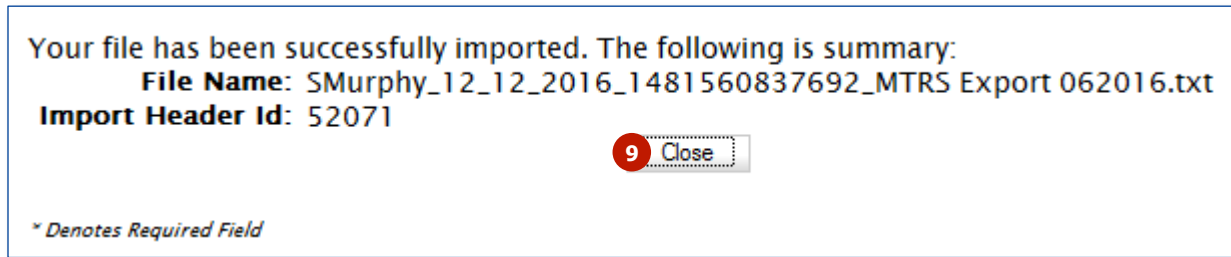
Arguments

Reporting Period: 09/2016 *

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* Denotes Required Field

10. You will see a message that says “Your file has been successfully imported”. Click the **Close** button.



11. The file should now be listed on the screen with a Status of “Not Processed”

Imports

New... Validate Process... Void View Report

Current system time: 12/12/16 11:34:21 AM

Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	52071	Not Processed	Ready	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	

12. Click the **Process** button

Imports

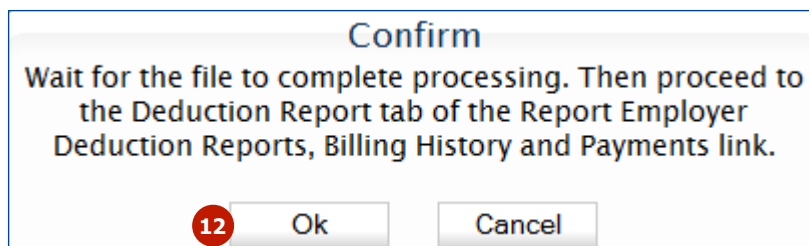
New... Validate Process... Void View Report

Current system time: 12/12/16 11:34:21 AM

Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	52071	Not Processed	Ready	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	

13. Click the OK button when you see the message “Wait for the file to complete processing”.



14. The Process Flag value will change to “Queued for Processing” or “Processing” letting you know that the system is running the first round of data validation

Imports

New... Validate Process... Void View Report

Current system time: 8/15/16 8:32:55 AM

Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	49761	Not Processed	Processing	Deduction Report File Import	9005 September 2016	8/15/16 8:28:13 AM	8/15/16 8:32:40 AM

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15. Once the first round validations have been completed, the Process Flag will change to “Completed” and the Status Field will change to “Processed Successfully” or “Processed with Errors”

Imports

New... Validate Process... Void View Report

Current system time: 12/12/16 11:44:00 AM

Sort Columns View Row Records Print Export

Active	Details	Import Header Id	Status	Process Flag	Import Type	Import Description	File Load Start	File Process Date
<input checked="" type="radio"/>	Details	52071	Processed with Errors	Completed	Deduction Report File Import	9005 June 2016	12/12/16 11:31:16 AM	12/12/16 11:40:17 AM

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16. If the Status field says “Processed Successfully”, you are ready to work on the deduction report by choosing “Deduction Reports and Payments” from the “Go to” drop down list at the top of the page
17. If the Status field says “Processed with Errors” you need to determine what is causing the file to fail the first round data validation during the import process
18. Click [here](#) to view the Guided Practice on how to correct errors during the import process.